

**MONDAY, OCTOBER 21, 2024**

Minutes of the 887<sup>th</sup> meeting of the Metropolitan Water District of Salt Lake & Sandy Board of Trustees held Monday, October 21, 2024 at 4:25 p.m. at 3430 E Danish Road, Cottonwood Heights, UT 84093.

The following trustees attended the board meeting:

Tom Godfrey	-Chair
John S. Kirkham	-Vice Chair
Patricia Comarell	-Secretary
Cindy Cromer	-Trustee
Joan Degiorgio	-Trustee
John H. Mabey, Jr.	-Trustee

The following staff and guests attended the board meeting:

Annalee Munsey, General Manager  
Gordon Cook, Assistant General Manager – Chief Operating Officer  
Darin Klemin, IT Manager  
Ammon Allen, Engineering Manager  
Kelly Stevens, Senior Engineer  
Nathan Scown, Operations Manager  
Jeff Matheson, Laboratory Manager  
Sonya Shepherd, HR Manager  
Steve Slack, Maintenance Manager  
Josh Croft, Accountant  
Breana Jackson, Executive Administrator  
Lesieli Tonga, Intern  
Dani Cepernich, Spencer Fane \*electronic participation\*  
Jesse Stewart, Salt Lake City Public Utilities  
Tom Ward, Sandy City Public Utilities  
Jeff Budge, Provo River Water Users Association  
Dave Faux, Provo River Water Users Association  
Brittany Sorenson, Brown & Caldwell  
Trevor Lindley, Brown & Caldwell  
Jason Luettinger, Bowen Collins & Associates  
Marie Owens, AE2S  
Jacob Young, Jordan Valley Water Conservancy District  
Cam Walker, HDR  
Kyle Green, Squire & Company, PC  
Josh Martin, Sundt Construction  
Brad Jeppson, Stantec

**Work Session Agenda**

1. Presentation on District Safety Program
2. Presentation on the Vision Statement
3. Other

**Board Meeting Agenda**

1. Call to order
2. Public comment
3. Finance Committee report
  - a. Consider approval of FY 2024 financial audit
  - b. Reporting on internal audit
  - c. Consider acceptance of financial reports
  - d. Reporting items
    - i. Quarterly check register
    - ii. Electronic payments
    - iii. Credit card expenditures
4. Executive Committee report

- a. Consider adoption of Vision Statement
5. Consider approval of Board Meeting minutes dated September 16, 2024
6. Consider approval of meeting calendar for 2025
7. Reporting/Scheduling items
  - a. Capital project report
  - b. Water supply and demand update
8. Other business
9. Items to be discussed at future meetings
10. Closed Session
  - a. Pending or reasonably imminent litigation.
  - b. Strategy sessions to discuss the purchase, exchange, or lease of real property, including water right(s) or water share(s), when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the District from completing the transaction on the best possible terms.
11. Adjourn

### **Work Session**

#### **Presentation on District Safety Program**

Mr. Cook provided the board with an update on the District's Safety Program, E-mod history, and accidents and incidents. He explained the existing safety measures such as the Safety Manual, the Safety Team, monthly District-wide training, and the Safety Incentive Program. He then reviewed the District's E-Mod history and its relation to the workers compensation premium and reviewed the two accidents/incidents from the last year.

The board asked about OSHA inspections at the District. Staff hasn't experienced one since the inspection during the construction of Terminal Reservoir.

#### **Presentation on Vision Statement**

Ms. Munsey described the process of creating a new vision statement by explaining the history of the existing mission statement, the interviews of the board and staff, and the thoughtfulness involved in choosing the language of the proposed vision statement. She recognized Ms. Jackson and Ms. Tonga's assistance throughout the process. Ms. Munsey reviewed the proposed vision statement and values:

##### **Vision:**

To provide reliable, clean drinking water by responsibly managing our resources and proactively planning for the future.

##### **Values:**

Stewardship – We are long-term stewards of water, infrastructure, and the environment  
Financially Responsible – We are financially responsible with entrusted funds  
Safety – We utilize practices that actively promote a culture of safety  
Employee Advocacy – We support continuous growth through employee development  
Excellence – We collaborate to deliver high quality water and excellent service

Mr. Kirkham recognized Ms. Comarell's support in the interview process. The board expressed appreciation to all involved and complimented the proposed statement and values. They compared the mission statement to the vision statement. Ms. Degiorgio mentioned the vision statement could now be used as a framework to remind staff and departments of how they can support the District's vision and values.

### **Board Meeting**

#### **Call to order**

At 4:31 p.m. the Chair, Mr. Godfrey, called the meeting to order and welcomed board members, staff, and visitors.

## **Other**

Mr. Godfrey noted the passing of Don Milne on October 9, 2024 – his 92<sup>nd</sup> birthday. He expressed sorrow for the loss of a friend and a fellow board member. The board spoke of his accomplishments with the District and Sandy City.

## **Public comment**

No public comments were made.

## **Consider approval of FY 2024 financial audit**

Mr. Kyle Green reported that Squire & Company, PC have audited the District's financial statements and the related notes as of and for the years ended June 30, 2024 and 2023. Squire has issued an unmodified opinion that the basic financial statements present fairly, in all material aspects, the respective financial position of the District.

Mr. Green noted the compliance of each major federal program and explained Squire has issued an unmodified opinion that the District has complied, in all material aspects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024. Mr. Green explained the deferred outflow and inflow of resources.

The Finance Committee discussed this item on October 1, 2024 and recommended approval of the audit by the full board.

Mr. Kirkham motioned to approve the FY2024 financial audit. Ms. Comarell seconded the motion and the motion passed unanimously.

## **Reporting on internal audit**

The State Auditor's office recommends entities have a formal internal audit function, in addition to an external audit, to identify key controls for preventing fraud and errors. The District's accounting consultant, WSRP, conducted the internal audit. Mr. Kirkham noted an internal audit is not required.

The Finance Committee discussed this item on October 1, 2024. This is a reporting item only.

Mr. Kirkham motioned to compliment District staff, including Mr. Croft and Ms. Shepherd, for the internal controls in place. Mr. Mabey seconded the motion and the motion passed unanimously.

## **Consider acceptance of financial reports**

Mr. Kirkham noted the July financial statements. Mr. Godfrey asked about the deferred inflow from the property tax rate.

Mr. Kirkham motioned to accept the July 2024 financial statements. Ms. Cromer seconded the motion and the motion passed unanimously.

## **Reporting items**

Mr. Kirkham noted the receipt and review of the quarterly check register, electronic payments, and credit card expenditures by the Finance Committee.

## **Consider adoption of the vision statement**

Mr. Kirkham motioned to adopt the vision statement and values of the Metropolitan Water District of Salt Lake & Sandy. Ms. Degiorgio seconded the motion and motion passed unanimously.

### **Consider approval of Board Meeting minutes dated September 16, 2024**

Ms. Cromer motioned to approve the Board Meeting minutes dated September 16, 2024 with the aforementioned changes. Mr. Kirkham seconded the motion and the motion passed unanimously. Mr. Mabey abstained from the vote.

### **Consider approval of meeting calendar for 2025**

Ms. Degiorgio noted a possible change to the April Environmental Committee Meeting. The committee will discuss as the date approaches.

Mr. Kirkham motioned to approve the meeting calendar for 2025. Ms. Cromer seconded the motion and the motion passed unanimously.

### **Reporting/Scheduling items**

Mr. Godfrey welcomed any questions regarding the capital projects report. Ms. Cromer asked for an update on the easement acquisition process for the Cottonwoods Connection. Mr. Stevens updated the board of the fifteen remaining properties.

Mr. Scown provided a water supply update for the board. He explained recent precipitation levels and water demand for Salt Lake City, Sandy City, and the totals for both cities combined. He described the District's use of its supply and reviewed the forecasted winter projections.

### **Other business**

Mr. Godfrey extended the board's welcome to new employee Anthony Wallace and congratulated Jeff Matheson for his service anniversary.

### **Items to be discussed at future meetings**

No items were discussed.

### **Closed Session**

Mr. Kirkham motioned to go into closed session to discuss pending or reasonably imminent litigation and strategy sessions to discuss the purchase, exchange, or lease of real property, including water right(s) or water share(s), when public discussion of the transaction would disclose the appraisal or estimated value of the property under consideration or prevent the District from completing the transaction on the best possible terms. Ms. Comarell seconded the motion and the motion passed unanimously. All board members were present, the following staff were also present: Ms. Munsey, Mr. Cook, Ms. Jackson, Mr. Allen, Mr. Stevens, and Ms. Cepernich.

Mr. Mabey motioned to go out of closed session. Ms. Degiorgio seconded the motion and the motion passed unanimously.

### **Adjourn**

At 5:45 p.m. the board meeting adjourned.

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Tom Godfrey, Chair

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Patricia Comarell, Secretary